**Sheno Moradi**

Legal Secretary

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I’m a legal secretary seeking a job opportunity to expand my skills and gain valuable experience. I’m well established in fast-paced and challenging environments. I'm eager to learn with an aptitude for applying new knowledge with skill and efficiency. I am an organised and dependable individual successful at managing multiple priorities with a positive attitude. I have a willingness to take on added responsibilities to meet team goals.

**Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Superb written and verbal communication skills
* Strong understanding of legal principles, procedures, and regulations
* Structuring and drafting of various legal documentation and agreements.
* Client communication and relationship management
* Court preparation.
* Ability to work from own initiative and meet deadlines.
* Research proficiency and legal research skills.
* A professional approach to work, integrity, and a respect for confidentiality.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2005-2013** Scoil Mhuire Carrick on Shannon

**2013-2018** Carrick-On-Shannon Community school

**2018-2021** National University of Ireland Galway - BA English and Law – 2.1 Honours

**2021-2022** National University of Ireland Galway – LLB - 2.1 honours

**Work History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**October 2023 to Now – Legal Secretary, Nooney & Dowdall Solicitors, Mullingar, Co. Westmeath**

* Assisting the partner or senior fee earner with all aspect of litigation case.
* Experience in dealing with all aspects of litigation and personal injury cases, including Circuit Court and High Court procedures.
* Manage, organise and draft a variety of legal documents, pleadings, motions, affidavits and correspondence, ensuring accuracy and professionalism at all times.
* Coordinate and schedule apppointmnets, hearings and meetings, optimising the solicitors’ calendar for maximum efficiency and always avoiding conflicts in the diaries.
* Communicating professionally with clients, court personals, counsels, and team members while providing timely support around case file preparation and administration.
* Serve as a primary point of contact for clients, maintaining professional and compassionate communication, and promptly addressing inquiries and concerns.
* Assist with billing processes, including preparing invoices, ensuring it’s accurate and issued on time.
* Maintain, update, and meticulously organise case files and databases to ensure seamless access to critical information.

**May 2022- October 2023 - Legal Executive Hegartys Solicitors, Maynooth, Co. Kildare**

* Assisted solicitors in conducting legal research, drafting legal documents, and preparing for court proceedings.
* Draft and review legal documents, including contracts, agreements, pleadings, and briefs.
* Conducted client interviews, gathered evidence, and organised case files.
* Coordinate with clients to gather necessary information, provide updates on case progress.
* Provided strategic advice to clients.
* Conducted thorough legal research, analysed complex issues, and drafted persuasive motions, briefs, and legal opinions.
* Managed a diverse caseload of family law issues, handling all stages of from initial client consultation to trial preparation and courtroom representation.
* Experience with both residential and commercial property transactions including conveyances and leases.
* Manage a caseload of litigation matters, overseeing all aspects from initiation to resolution.

**May 2021 – May 2022: Crew Trainer and Area Leader** **McDonalds, Mullingar, Co Westmeath**

* Team leader: Trained and coached crew members on proper food safety procedures, customer service skills, and operational efficiency.
* Supervised daily operations.
* Assisted with the development of training programs.
* Provided excellent customer service by greeting customers and meeting quality expectations.
* Assisted other team members to achieve goals.
* Collaborated with team members to complete training and oversee managing of shifts.
* Worked well with teammates and accepted coaching from the management team.
* Ability to thrive in a fast-paced environment by assisting various customers in a short amount of time.
* Able to multitask and process different orders and transactions, while still prioritising efficiency.
* Impeccable attention to detail to ensure accuracy of transactions, orders, and payments to prevent any discrepancies with customers.
* Employee of the month.

**October 2020-November 2020: Phone operator National College of Ireland, Galway**

* Worked for the college as a phone operator to welcome new students, give them valuable registration information, and help them settle into college life.
* Provided with training in Excel and Microsoft.

**July 2019 - January 2020: Coppola’s Takeaway, Mullingar**

* Worked in a high-paced environment and customer service - duties included greeting customers, taking their orders, working at the till, and preparing food. Entrusted with cash and closing.

**Extra Curriculums/Activities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Travel:** Traveling and experiencing different cultures.

**Languages:** Fluent in Kurdish and provide Kurdish lessons and tutoring, showcasing language skills and teaching abilities.

**Fitness:** Regularly engage in walking and Pilates to maintain physical and mental well-being.

**References \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

References available upon request.